

# Two (2) – Year Career Planning & Preparation Timeline for CGC Students

This document is  
being revised over  
Summer 2008 for  
the upcoming  
academic year.

**Fall 2007 – Spring 2008**

[www.citadel.edu/career\\_services](http://www.citadel.edu/career_services)

[CareerCenter@Citadel.edu](mailto:CareerCenter@Citadel.edu)



All Citadel Graduate College (CGC) Students are invited to use the following [Career Planning & Preparation Timeline](#) to assist with their career planning as they Explore and Research options, achieve Direction, and learn the Application of their preparation. Associated documents may be found at the lower left corner of the Information for Students' page at [www.citadel.edu/career\\_services/info-students.htm](http://www.citadel.edu/career_services/info-students.htm).

The timeline should be used as a general guide in determining by when various tasks should be completed in order to best prepare for your graduation from The Citadel. Students are encouraged to work ahead, as they are able.

## ABOUT YOUR CAREER PLAN:

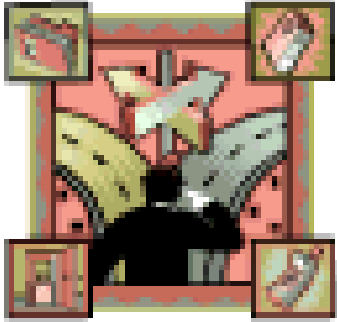
Begin developing your Career Plan by defining and understanding what a Career *is* and what it *is not*. The best way to define a Career is to compare it to a Job. A **Job** is simply a duty done for pay, while a **Career** will encompass your progress through life. It combines all of the jobs **you** have held with all the life-goals **you** wish to pursue. A successful and satisfying Career will involve planning now and continued planning and preparation throughout your life.

**Your career/job search is your responsibility.** Take advantage of all resources available to you and learn the steps you need to take for developing a Career Plan, as well as earning your first job so that knowledge of the process is with you throughout your life.

Similarly, a Career does not mean that you are locked into a specific line of work from the time you graduate until you retire. You may change Jobs approximately 5-6 times in your lifetime. In doing so, you will also change the direction of your Career. Remember, your Career is your progression through life. You may start out in insurance sales, but end up in healthcare management. How you develop your plan will lead you down different paths, but all will be a part of your Career.

Develop a plan that begins with **your** first year at The Citadel and includes steps to take each year through graduation and beyond. View the process as a **Two (2)-Year Timeline** in which you will be involved in varying levels of: **Exploration, Research, Direction, and Application**. Once you have reached the Final Year, be prepared to continue your career planning throughout your life by re-exploring, researching, re-directing and re-applying what you learn. **Career planning is a continuous and life-long process.**

## RECOMMENDED TASKS:



- ◀ The next pages contain the **Recommended Tasks** for career planning and preparation over 3-month intervals, for a two-year period. Some may need to adjust the intervals to coincide with their individual plan.
- ◀ Follow these recommendations alongside other steps you may be taking to maximize your potential for a successful and satisfying career.
- ◀ Repeat prior sections of the timeline as needed, as well as look ahead when ready.
- ◀ **Questions?** Please email [CareerCenter@Citadel.edu](mailto:CareerCenter@Citadel.edu).

## RECOMMENDED TASKS: First Year

### AUGUST

### SEPTEMBER

### OCTOBER

**Become familiar with available resources in the Career Center (and throughout campus).**

~ Visit [www.citadel.edu/career\\_services/](http://www.citadel.edu/career_services/) to access *Information for Students*, including an Introduction to the Career Center, Your Career Exploration, Your Search, Marketing Yourself, and Career Planning & Preparation Timeline Documents.

~ Visit the Career Center located at 573 Huger St. to review on-site resources.

**Explore your career options** through your use of **FOCUS** and the accompanying **Workbook** at [www.citadel.edu/career\\_services/](http://www.citadel.edu/career_services/) and by visiting the Career Center to review materials by Major, Occupation, Geographic Preference, Government, Military, Graduate School, etc. (An appointment is not needed to use materials in the Career Center Resource Library).

**Stay Informed!** Read email messages from the Career Center regarding upcoming career-related events on and off campus. Regularly review Events & Information at [www.citadel.edu/career\\_services/Events.htm](http://www.citadel.edu/career_services/Events.htm).

**Attend The Citadel Fall 2007 Career Fair on Wednesday, October 17.** [www.citadel.edu/career\\_services/fair\\_list.htm](http://www.citadel.edu/career_services/fair_list.htm)  
~ **Follow-up** with recruiters met at the **Fall 2007 Career Fair** and send **Thank You Letters**, as appropriate.  
[www.citadel.edu/career\\_services/ThankYouLtr.htm](http://www.citadel.edu/career_services/ThankYouLtr.htm)

Participate in the On-Campus Interview (OCI) program throughout the Fall and Spring semesters. Refer to the OCI Schedule ([www.citadel.edu/career\\_services/OCI.htm](http://www.citadel.edu/career_services/OCI.htm)) for positions on *The Gate* and apply to those of interest by the indicated deadlines to be considered for an interview. Also recognize the need to conduct independent searches using other resources found on the Career Center website and beyond. [www.citadel.edu/career\\_services/Students/Resources/CareerResourceLinks.pdf](http://www.citadel.edu/career_services/Students/Resources/CareerResourceLinks.pdf)  
[www.citadel.edu/career\\_services/CharlestonAreaSearch.pdf](http://www.citadel.edu/career_services/CharlestonAreaSearch.pdf)

## RECOMMENDED TASKS: First Year



### NOVEMBER

### DECEMBER

### JANUARY

Begin creating your **Academic Portfolio** by collecting materials during your first year at The Citadel to increase your marketability. [www.citadel.edu/career\\_services/Academic%20Portfolios.pdf](http://www.citadel.edu/career_services/Academic%20Portfolios.pdf)

Network with professors, employers, alumni, friends, and family. Maintain and develop your contacts throughout your life. Develop a rapport with professors and summer / internship employers to establish references.

[www.citadel.edu/career\\_services/ResumeSamples.htm#cover](http://www.citadel.edu/career_services/ResumeSamples.htm#cover)

#### Take Advantage of Winter Break!

~ Catch up on where you should be on the Timeline for the Spring.

~ **Create/Update your Resume** by using the Construction Tips, Samples, and Information at [www.citadel.edu/career\\_services/ResumeSamples.htm](http://www.citadel.edu/career_services/ResumeSamples.htm).

~ Refer to the **Job Search Process** and **Interviewing** preparation for both temporary employment and full-time employment upon graduation.

[www.citadel.edu/career\\_services/JobSearch.htm](http://www.citadel.edu/career_services/JobSearch.htm)  
[www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm)

**Register / Update** your **Account** with **The Gate**, the online job board and resume database. Refer to the **Student FAQ** to use the system to advantage. Upload an employer-ready resume when ready to actively search for employment.



Click **The Gate** icon (as pictured above) at [www.citadel.edu/career\\_services/info-students.htm](http://www.citadel.edu/career_services/info-students.htm) to access the system.

## RECOMMENDED TASKS: First Year

### FEBRUARY

Attend the *FutureQuest* Spring 2008 Career Fair on **Wednesday, February 20th**. Details may be found at [www.citadel.edu/career\\_services/FutureQuestFair.htm](http://www.citadel.edu/career_services/FutureQuestFair.htm).

### MARCH

Update your **Home Page** and **Resume** with *The Gate*, the online job board and resume database. Refer to the **Student FAQ** to use the system to advantage. Upload an employer-ready resume when ready to actively search for employment.

Seek advice from **Mentors** by using **The Citadel Mentoring Network**. Contact Alumni and local professionals, through *The Gate*, who are willing to serve as Mentors. Review [www.citadel.edu/career\\_services/CCN/MentorNetwork.pdf](http://www.citadel.edu/career_services/CCN/MentorNetwork.pdf) for instructions and tips.

### APRIL

Follow-up with employers met at the *FutureQuest* Spring 2008 Career Fair and send **Thank You Letters**, as appropriate.  
[www.citadel.edu/career\\_services/FutureQuestFair.htm](http://www.citadel.edu/career_services/FutureQuestFair.htm)  
[www.citadel.edu/career\\_services/ThankYouLtr.htm](http://www.citadel.edu/career_services/ThankYouLtr.htm)



Click **The Gate** icon (as pictured above) at [www.citadel.edu/career\\_services/info-students.htm](http://www.citadel.edu/career_services/info-students.htm) to access the system.

## RECOMMENDED TASKS: First Year

MAY

JUNE

JULY

**Review, Apply, & Update** what you have learned from your first year at The Citadel.

~ **Update your Resume** to include using past tense for experiences that have ended, as well as what you are doing for the summer.

~ **Review your FOCUS results and Workbook entries.** Take the program again as needed and be aware of any changes or similarities to enhance your progress in developing a sound career plan.

~ **Continue your Job Search** (temporary and/or full-time for after graduation) as needed.

~ **Track your career plans** using a *Career Planning Portfolio (CPP)*.

While the CPP Packet is outlined with Cadets in mind, CGC Students may adjust it accordingly to fit their needs.

[www.citadel.edu/career\\_services/Students/Fall08/CPP/CPP\\_Packet.doc](http://www.citadel.edu/career_services/Students/Fall08/CPP/CPP_Packet.doc)

**Gear Up for your second / final year at The Citadel!**

~ **Begin reviewing the Recommended Tasks for the Second/Final Year** (next pages).

## RECOMMENDED TASKS: Second/Final Year

### AUGUST

### SEPTEMBER

#### Stay Informed!

- ~ Read email messages from the Career Center regarding upcoming career-related events on and off campus, as well as information about new resources and upcoming deadlines.
- ~ Regularly review **Events & Information** at [www.citadel.edu/career\\_services/Events.htm](http://www.citadel.edu/career_services/Events.htm).
- ~ Visit [www.citadel.edu/career\\_services](http://www.citadel.edu/career_services) and the adjoining links to learn about resource updates from the summer.

Continue exploring to update your career plan. Retake **FOCUS**, as needed, to narrow your options. [www.citadel.edu/career\\_services/](http://www.citadel.edu/career_services/) and [www.citadel.edu/career\\_services/YourExploration.pdf](http://www.citadel.edu/career_services/YourExploration.pdf)

Update your Resume as needed. Apply the Construction Tips, Samples, and Information at [www.citadel.edu/career\\_services/ResumeSamples.htm](http://www.citadel.edu/career_services/ResumeSamples.htm).

Continue tracking your career plans with your Career Planning Portfolio. [www.citadel.edu/career\\_services/Students/Fall08/ CPP/ CPP\\_Packet.doc](http://www.citadel.edu/career_services/Students/Fall08/ CPP/ CPP_Packet.doc)

**Network** with professors, employers, alumni, friends, and family. Maintain and develop your contacts throughout your life. Develop a rapport with professors and summer / internship employers to establish references. [www.citadel.edu/career\\_services/ResumeSamples.htm#cover](http://www.citadel.edu/career_services/ResumeSamples.htm#cover)

Finalize your **Academic Portfolio** for use at interviews and update as appropriate. [www.citadel.edu/career\\_services/Academic%20Portfolios.pdf](http://www.citadel.edu/career_services/Academic%20Portfolios.pdf)

## RECOMMENDED TASKS: Second/Final Year



### SEPTEMBER

### OCTOBER

Attend The Citadel Fall 2007 Career Fair on Wednesday, October 17. Details, including how to participate, may be found at [www.citadel.edu/career\\_services/fair\\_list.htm](http://www.citadel.edu/career_services/fair_list.htm).  
Follow-up with employers / graduate school reps met and send Thank You Letters as appropriate. [www.citadel.edu/career\\_services/ThankYouLtr.htm](http://www.citadel.edu/career_services/ThankYouLtr.htm)

Participate in the On-Campus Interview (OCI) program throughout the Fall and Spring semesters. Refer to the OCI Schedule ([www.citadel.edu/career\\_services/OCI.htm](http://www.citadel.edu/career_services/OCI.htm)) for positions on *The Gate* and apply to those of interest by the indicated deadlines to be considered for an interview. Also recognize the need to conduct independent searches using other resources found on the Career Center website and beyond. [www.citadel.edu/career\\_services/Students/Resources/CareerResourceLinks.pdf](http://www.citadel.edu/career_services/Students/Resources/CareerResourceLinks.pdf) and [www.citadel.edu/career\\_services/CharlestonAreaSearch.pdf](http://www.citadel.edu/career_services/CharlestonAreaSearch.pdf)

#### Decision Time!

Refer to your *Career Planning Portfolio* as you narrow your career focus and begin acting on your goals.

Will you seek one or some combination of the following career paths upon graduation? Will you continue working for the same employer in the same or different position?

- Military Contract ([www.citadel.edu/career\\_services/Military/MilitaryContract.pdf](http://www.citadel.edu/career_services/Military/MilitaryContract.pdf))
- Civilian Employment ([www.citadel.edu/career\\_services/Students/Civilian\\_Employment.pdf](http://www.citadel.edu/career_services/Students/Civilian_Employment.pdf))
- Graduate/Professional School ([www.citadel.edu/career\\_services/GraduatePrograms/GradSchoolInfo.pdf](http://www.citadel.edu/career_services/GraduatePrograms/GradSchoolInfo.pdf))

Make Contingency Planning [www.citadel.edu/career\\_services/Students/Contingency\\_Planning.pdf](http://www.citadel.edu/career_services/Students/Contingency_Planning.pdf) a part of your process.

## RECOMMENDED TASKS: Second/Final Year

### NOVEMBER

### DECEMBER

### JANUARY

Develop a **Pros and Cons** list for the various options before you. Determine what you deem is a plus and a minus about them. Keep in mind that only you can make these decisions; others may advise, but you will be the one who decides to pursue a particular position, live in a particular city, etc. And you will need to be comfortable with those decisions.

Continue contacting **Career Mentors** to ask more in-depth questions to assist you in best preparing yourself to enter the same or similar line of work. [www.citadel.edu/career\\_services/CCN/MentorNetwork.pdf](http://www.citadel.edu/career_services/CCN/MentorNetwork.pdf)

Practice and hone your **Interview skills**. Review materials and resources through the Career Center and use **Perfect Interview Online**. [www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm)  
[www.citadel.edu/career\\_services/PerfectInterview/InfoTips.pdf](http://www.citadel.edu/career_services/PerfectInterview/InfoTips.pdf)

Learn how to **Evaluate Offers**. [www.citadel.edu/career\\_services/Interview%20Info/EvaluatingAnOffer.pdf](http://www.citadel.edu/career_services/Interview%20Info/EvaluatingAnOffer.pdf)

Follow through with the **Initial Steps** regarding your first choice of career.

**Military Contract:** Complete appropriate paperwork, etc. to accept. Search for temporary employment if training will not begin immediately following graduation.

**Civilian Employment:** Review the Job Search Process in its entirety. Confirm your References. Apply to positions of interest. Prepare for interviews. Follow-up with employers regarding next steps for interviews and offers; do not wait for them to contact you. Find a balance between too much and too little follow-up.

[www.citadel.edu/career\\_services/JobSearch.htm](http://www.citadel.edu/career_services/JobSearch.htm)      [www.citadel.edu/career\\_services/ResumeSamples.htm#cover](http://www.citadel.edu/career_services/ResumeSamples.htm#cover)

**Graduate/Professional School:** Apply to programs of interest by their indicated deadlines. Prepare for and take appropriate graduate exams.

## RECOMMENDED TASKS: Second/Final Year

### FEBRUARY

### MARCH

### APRIL

Participate in the On-Campus Interview (OCI) program throughout the Fall and Spring semesters. Refer to the OCI Schedule ([www.citadel.edu/career\\_services/OCI.htm](http://www.citadel.edu/career_services/OCI.htm)) for positions on *The Gate* and apply to those of interest by the indicated deadlines to be considered for an interview. Also recognize the need to conduct independent searches using other resources found on the Career Center website and beyond. [www.citadel.edu/career\\_services/Students/Resources/CareerResourceLinks.pdf](http://www.citadel.edu/career_services/Students/Resources/CareerResourceLinks.pdf) and [www.citadel.edu/career\\_services/CharlestonAreaSearch.pdf](http://www.citadel.edu/career_services/CharlestonAreaSearch.pdf)

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[www.citadel.edu/career\\_services/FutureQuestFair.htm](http://www.citadel.edu/career_services/FutureQuestFair.htm).  
Follow-up with employers met and send Thank You Letters as appropriate.  
[www.citadel.edu/career\\_services/ThankYouLtr.htm](http://www.citadel.edu/career_services/ThankYouLtr.htm)

When you are about to graduate: After Accepting an Offer (Military Contract, Full-time Job, and/or Graduate Study), please complete our annual online Career Choice Survey at [www.citadel.edu/career\\_services](http://www.citadel.edu/career_services) (The survey is available in February/March through the following December).

Evaluate Offers and Follow-Up in a timely manner. [www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm)

#### Take Advantage of Spring Break!

~ Set up formal interviews to take place during break.  
[www.citadel.edu/career\\_services/Interviewing.htm](http://www.citadel.edu/career_services/Interviewing.htm)

~ Arrange Informational Interviews and Meet with Mentors to gain further insight into your top employment interests.  
[www.citadel.edu/career\\_services/Interview%20Info/InfoInterview.pdf](http://www.citadel.edu/career_services/Interview%20Info/InfoInterview.pdf)

Apply what you have learned and, as needed, continue & track your search, fine-tune your resume, update your registration with *The Gate*, update Cover Letters, keep References informed, update your Academic Portfolio, and update/follow your Contingency Plan.

## NEW ALUMNUS – POST GRADUATION & FUTURE RECOMMENDED TASKS:

**Career planning is a continuous process.** While performing your first (or other) job or attending graduate school and throughout your career, you will be Exploring, Researching, determining your Direction, and Applying what you have learned. Consider the following after you have accepted your first position (and each subsequent one) / admission to graduate school:

- ~ Keep a copy of your application materials (resumes, cover letters, reference page, thank you letters, and follow-up letters) on your computer **AND** be sure to back-up via other media! Also keep a hard copy, especially for the position / graduate school admission you accept. Refer to this information when you need to apply for a promotion or your next / first position. Use them as starting points when you update your resume and reference page, as well as write a new cover letter and follow-up letters vs. starting from scratch.
- ~ If you continue your search upon graduation, **Register** with *The Gate* as an Alumnus. **Upload a revised Resume** with new contact information, revised dates/timeframes, and revised verb tense, as appropriate.
- ~ Keep a list of the positions you applied for, but turned down or did not receive an offer for, along with corresponding contacts. Down the road, you may wish to re-contact these companies for other positions. Be sure you followed-up appropriately the first time around to remain in good standing with the company.
- ~ Be sure to notify any other companies / graduate schools that have your application on file to let them know you have accepted a position / graduate admission.
- ~ After each performance review by your employer, make it a practice to update your resume. This is an opportune time to review your responsibilities and your performance and make sure that your resume keeps up with the additions and changes. Then, whenever an opportunity comes along to apply for a promotion within the company or when you are ready to move onto a new employer, your resume is ready to go with just a few minor adjustments vs. having to start from your senior resume...or possibly from scratch, if you did not keep a copy for yourself. In a similar manner, update your resume as you pursue your graduate degree so that it is current when you are ready to apply for full-time employment.
- ~ Continue to put into practice the tips and suggestions you received throughout your search while in college and adjust them according to your new needs.
- ~ Continue to build your professional network throughout your life. This will help you find new opportunities to develop your career and will also provide opportunities for you to help others.